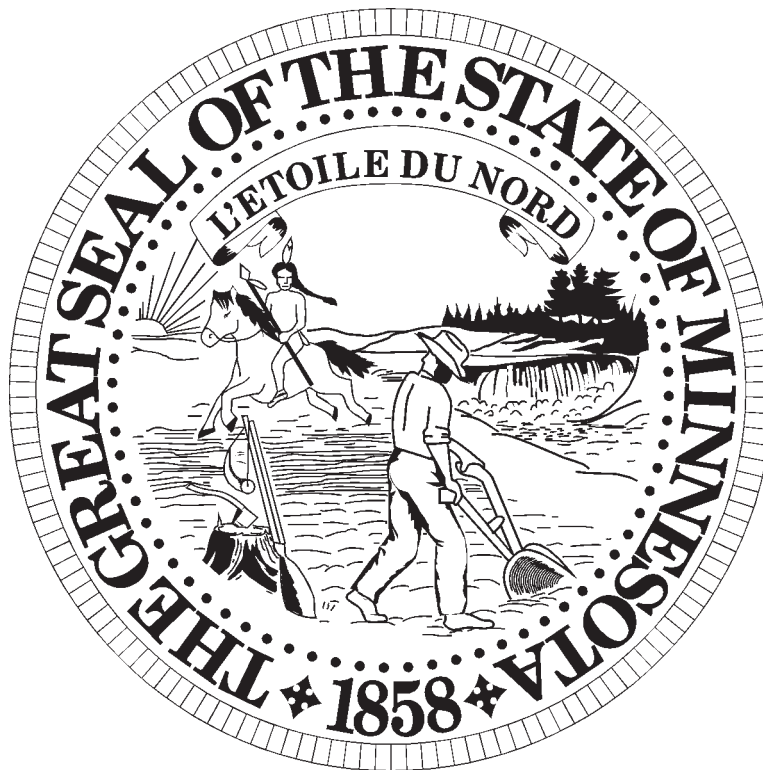


State of Minnesota

State Register



**Rules, Executive Orders, Appointments,
Commissioners' Orders, Revenue Notices, Official Notices, Grants,
State Contracts & Loans, Non-State Bids, Contracts & Grants**
Published every Monday (Tuesday when Monday is a holiday)

**Monday 22 January 2007
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State Register

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The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

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- appointments
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- commissioners' orders
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# 31	Monday 29 January	Noon Tuesday 23 January	Noon Wednesday 17 January
# 32	Monday 5 February	Noon Tuesday 30 January	Noon Wednesday 24 January
# 33	Monday 12 February	Noon Tuesday 6 February	Noon Wednesday 31 January

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Minnesota Rules: Amendments and Additions

NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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Comments on Planned Rules or Rule Amendments. An agency must first solicit Comments on Planned Rules or Comments on Planned Rule Amendments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing. After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing. Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Department of Commerce

Proposed Permanent Rules Relating to Institutional Energy Conservation Financing

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Amendment to *Minnesota Rules*, Chapter 7606, known as the Rules Governing the Institutional Energy Conservation Financing Program

Introduction. The Department of Commerce intends to adopt rules without a public hearing following the procedures set forth in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until February 22, 2007.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Bruce Nelson at the Minnesota Department of Commerce, 85 7th Place E, Suite 500, St. Paul MN 55101-2198, **phone:** (651) 297-2313, **fax:** (651) 297-7891, **e-mail:** bruce.nelson@state.mn.us. **TTY** users may call at (651) 297-3067.

Subject of Rules and Statutory Authority. The proposed rules are about modifications to definitions, loan eligibility criteria, loan application contents and requirements for reports and monitoring. The Commissioner's authority to adopt the rule amendments is set forth in *Minnesota Statutes*, section 216C.09, subdivision a, clause 13. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on February 22, 2007, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules.

Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on February 22, 2007. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency when determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a valid written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the

Proposed Rules

agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules, unless the procedure under *Minnesota Rules*, part 1400.2110, has been followed. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone:** (651) 296-5148 or 1-800-657-3889.

Adoption and Review of Rules. If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: January 5, 2007

Glenn Wilson, Commissioner
Department of Commerce

7606.0010 AUTHORITY AND PURPOSE.

Subpart 1. Authority. *Minnesota Statutes*, section 216C.09, paragraph (a), clause (13), requires the commissioner of the Department of Commerce to adopt rules for the purpose of dispensing loans, grants, or other financial aid from money received from litigation or settlement of alleged violations of federal petroleum-pricing regulations made available to the department for that purpose.

Subp. 2. Purpose. The purpose of parts 7606.0020 to 7606.0080 is to establish application procedures for ~~loan~~ financing participation, to set criteria for review and approval of ~~loan~~ financing participation applications, and to set criteria for ~~loan~~ financing participation agreements.

7606.0020 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 7606.0010 to 7606.0080, the following terms have the meanings given them.

Subp. 2. **Applicant.** "Applicant" means the state of Minnesota; a statutory or home rule charter city, county, or town; or a school or hospital as defined in this part, located in Minnesota, or joint power entity consisting of these units, that is making application for ~~loan~~ financing participation under this program.

[For text of subs 3 and 4, see M.R.]

Subp. 5. **Conservation measure.** "Conservation measure" means an installation or modification of an installation to a building or stationary energy-using system that is primarily intended to reduce energy consumption or allow the use of an alternative energy source including solar, wind, peat, wood, and agricultural residue.

Subp. 5a. Energy benchmark. "Energy benchmark" means:

A. for public buildings, the energy efficiency benchmark required under Laws 2002, chapter 398; or

B. for buildings outside of the scope of item A, the energy efficiency benchmark derived by either:

(1) the procedures used to comply with Laws 2002, chapter 398; or

(2) the Portfolio Manager tool of the Energy Star program of the United States Environmental Protection Agency and the United

States Department of Energy.

Subp. 6. **Hospital.** "Hospital" means a facility licensed under *Minnesota Statutes*, sections 144.50 to ~~144.55~~ 144.56.

Subp. 7. **See repealer.**

[For text of subp 8, see M.R.]

Subp. 9. **Project.** "Project" means all proposed work in a ~~loan~~ financing participation application.

Subp. 10. **School.** "School" means a public school district or a private institution:

[For text of items A to C, see M.R.]

7606.0030 ~~LOAN FINANCING~~ ELIGIBILITY CRITERIA.

Subpart 1. **In general.** The commissioner shall approve applications from applicants and participate in ~~loans~~ financing from ~~lenders~~ financing providers to applicants in compliance with parts 7606.0010 to 7606.0080 for conservation measures that have a payback of ten years or less. The commissioner shall not approve any application for which funds are not available to purchase a ~~loan~~ financing participation.

Subp. 2. **Eligibility.** Funds are available to participate in ~~loans~~ financing from ~~lenders~~ financing providers to applicants for:

A. ~~a conservation measures which have~~ measure not previously ~~been~~ approved under this program, unless the measure has exceeded its normal useful life;

B. cost overruns for a previously approved conservation measure in progress, or previously unidentified but related work ~~which is~~ necessary for ~~successful implementation of~~ successfully implementing a previously approved conservation measure, provided the conservation measure as amended continues to meet the requirements of parts 7606.0010 to 7606.0080.

[For text of subp 3, see M.R.]

Subp. 4. **Useful life.** ~~Loan Financing~~ participation ~~shall~~ must not be approved for buildings with a remaining useful life less than or equal to the payback of the conservation measure proposed. ~~Loan Financing~~ participation ~~shall~~ must not be approved for a conservation measure if the payback of the conservation measure proposed is greater than or equal to the useful life of the measure.

[For text of subp 5, see M.R.]

7606.0040 ~~LOAN FINANCING~~ PARTICIPATION LIMITS.

The commissioner will participate in a ~~loan~~ financing from a ~~lender~~ financing provider to an applicant up to a maximum of 50 percent of the ~~loan~~ financing principal or \$500,000, whichever is less. While the commissioner may participate in more than one ~~loan to an~~ financing agreement per applicant, the total outstanding participation balance under this program for any one applicant may not exceed \$500,000.

7606.0050 APPLICATION CONTENTS.

[For text of subpart 1, see M.R.]

Subp. 2. **Contents.** An application must contain, at a minimum:

- A. the name and complete mailing address, including county, of the applicant;
- B. a contact person's name, title, ~~and~~ telephone number, and email address;

[For text of items C to E, see M.R.]

F. the state legislative ~~district~~ districts affected by the application;

G. a summary description of each proposed conservation measure, including its estimated cost, ~~loan~~ financing amount proposed, estimated annual energy cost savings, estimated annual fuel and electric savings, estimated payback, ~~and the~~ estimated dates the conservation measure will be started and completed; and

H. a resolution of the governing body of the applicant that:

- (1) designates and authorizes a representative to enter into and sign contracts associated with the ~~loan~~ financing;
- (2) guarantees that the applicant will use all ~~loan~~ financing funds solely for the approved conservation measures; and
- (3) assures that it will comply with parts 7606.0010 to 7606.0080.

Subp. 3. **Technical support materials.** All applications for ~~loan participation funds~~ financing must also contain:

A. fuel and electric consumption data and the energy benchmark for the most ~~recent~~ recently completed ~~annual period July 1 to June 30~~ calendar or fiscal year, for each building in the application;

[For text of item B, see M.R.]

C. an engineering analysis sufficient to determine the technical feasibility and payback of each proposed conservation measure and how energy savings will be measured, on a form prescribed by the commissioner. ~~An engineering analysis for a conservation measure estimated to cost more than \$25,000 must be performed by a mechanical engineer, electrical engineer, or architect registered in Minnesota.~~

Subp. 4. **Assurances.** An applicant must also submit assurances that:

A. it has provided for the proper and efficient operation and maintenance of the proposed conservation measures; B. the work performed with ~~loan~~ financing funds will meet all Minnesota Building Code requirements;

[For text of items C and D, see M.R.]

E. it is able to accept and repay the proposed ~~loan~~ financing without exceeding applicable debt and levy limits.

[For text of subp 5, see M.R.]

7606.0060 APPLICATION REVIEW.

Subpart 1. **Administrative review.** The commissioner shall examine a ~~loan~~ financing participation application to verify that the applicant is eligible, that the required forms are included and correctly completed, that the estimated start and completion dates are reasonable, that the required assurances and resolution are included, and that the application is properly signed and dated.

Proposed Rules

[For text of subp 2, see M.R.]

Subp. 3. **Rejection and resubmission.** The commissioner may accept, reject, or modify an application as necessary based on the application review. The commissioner shall notify an applicant of the cause for modification or rejection of an application and the options available to correct the application for resubmission. If some of the conservation measures in an application are accepted as submitted, the applicant may choose to withdraw the rejected measures and accept a loan financing for the remaining measures.

7606.0070 LENDER FINANCING PROVIDER.

To be eligible to sell a loan financing participation to the commissioner, an officer of a lender financing provider must sign a participation agreement provided by the commissioner. The commissioner shall not participate in any loan financing made by a lender financing provider before the execution of a participation agreement. The agreement shall set terms and conditions under which a loan financing can be made, establish duties of the parties, and specify procedures to be followed in the event of default by the applicant. The agreement must require the lender financing provider and the commissioner to conform to the following conditions:

A. The lender financing provider will enter into a loan financing agreement with the applicant. The loan financing agreement will include the following:

(1) an agreement that the commissioner may review upon request all relevant financial data of the applicant and may inspect any and all buildings, equipment, and systems associated with a loan financing; and

(2) a resolution of the applicant's governing body guaranteeing that it will use all loan financing funds solely for the eligible costs of the proposed project, and assuring that it has complied and will comply with parts 7606.0010 to 7606.0080.

B. The lender financing provider shall make no provision to subordinate any loan financing collateral to other liens against such property without prior written approval from the commissioner.

C. The lender financing provider shall not acquire any preferential collateral, surety, or insurance to protect its interest in the loan financing.

D. All collateral must be prorated between the lender financing provider and the commissioner.

E. The lender financing provider shall require the applicant to adequately insure, maintain, and repair all collateral.

F. The lender financing provider shall review and approve the loan financing application in accordance with generally accepted commercial lending practices.

G. The lender financing provider is responsible for servicing the loan financing either directly or by contracting with a servicing agent.

H. The lender financing provider shall not sell or transfer the loan financing or any portion of it without prior written approval of the commissioner.

I. The lender financing provider, for the term of the entire loan financing, shall promptly notify the commissioner of any loan financing payments that are one month overdue. The lender financing provider shall provide the commissioner with any and all past due notices at the same time they are sent to the applicant. In addition, the lender must financing provider shall submit an annual loan financing performance report to the commissioner on a form provided by the commissioner.

J. The portion of the loan not participated in by the commissioner shall not carry an interest rate in excess of three points above the lender's prime rate or base rate for variable or fixed rate loans.

K. The portion of the loan financing participated in by the commissioner shall must have an amortization term not exceeding five years.

L. K. The lender financing provider agrees not to make any amendments to the loan financing agreement after loan financing closing without prior written approval of the commissioner.

M. L. The lender financing provider agrees to make no waivers of default without prior written approval of the commissioner.

N. M. The commissioner may review all financial data associated with the execution and servicing of the loan financing made by the lender financing provider.

O. N. Before a declaration of default, any and all payments received by the lender shall financing provider must first be credited to interest due on a pro rata basis and then be the remainder credited to the principal balance due on a pro rata basis. A pro rata distribution of interest and principal must be forwarded to the commissioner based on the commissioner's percentage of participation.

P. O. During an event of default for which a declaration of default has been declared, any and all payments received by the lender shall financing provider must first be used to pay the reasonable expenses related to the collection of, or attempts to collect, money owed under the loan financing. After payment of these amounts, any and all payments received by the lender shall financing provider must first be credited to the principal balance due on a pro rata basis, and then be credited to interest due on a pro rata basis.

Q. P. If the commissioner determines that an applicant has failed to comply with the start or completion dates given in the loan financing participation application as approved, and the applicant cannot reasonably justify its this failure to comply, the lender financing provider shall, upon written request of the commissioner, declare the loan financing to be in default.

7606.0080 REPORTS AND MONITORING.

Subpart 1. **In general.** An applicant that receives a loan financing in which the commissioner participates shall submit the reports listed in subparts 2 to 5.

Subp. 2. **Annual project status report.** The applicant shall submit to the commissioner, on a form provided by the commissioner, an annual project status report covering the period July 1 through June 30 most recent calendar or fiscal year. This report is due each July 31 until the project is completed.

The project status report must indicate the progress of the implementation of the project, problems encountered, the effect of the problems on the project, and the corrective action taken. If at any time the applicant fails to comply with the start or completion dates given in the loan financing participation application as approved, and if the applicant cannot justify to the commissioner its lack of progress, the loan financing may be declared in default.

Subp. 3. **Semiannual financial report.** The applicant shall submit to the commissioner, on a form provided by the commissioner, a semiannual financial status report that indicates expenditures of loan financing funds through the last date of each report period. This report is due on July 31 for the period January 1 to June 30, and on January 31 for the period July 1 to December 31 until the project is completed.

Subp. 4. **Final report reports.** Within 60 days of the completion of the project, the applicant shall submit to the commissioner, on a form provided by the commissioner, a final project status report and a financial status report that gives actual expenditures of the conservation measures implemented. Within one year of the completion of the project the applicant shall submit to the commissioner, on a form provided by the commissioner, a report of the measured energy savings from the energy conservation measures installed.

Subp. 5. **Annual energy report.** The applicant shall submit to the commissioner, on a form provided by the commissioner, an annual fuel and electric consumption report, including the energy benchmark for the 12-month period ending June 30, due each October 31 for the duration of the loan financing contract period, or for a minimum of three years after project completion if the loan financing is paid in less than three years, unless the commissioner cancels this requirement before the end of the loan financing contract period.

REPEALER. Minnesota Rules, part 7606.0020, subpart 7, is repealed.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

KEY: Proposed Rules - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

Department of Labor and Industry

Adopted Permanent Rules Relating to Elevators and Related Devices

The rules proposed and published at *State Register*, Volume 31, Number 12, pages 378-379, September 18, 2006 (31 SR 378), are adopted with the following modifications:

1307.0020 CODES ADOPTED BY REFERENCE.

Subpart 1. **Incorporation by reference.** The following are incorporated by reference, are not subject to frequent change, and are made part of the Minnesota State Building Code as amended in this chapter: Chapter 30 of the 2006 International Building Code, published by the International Codes Council, 5203 Leesburg Pike, Suite 600, Falls Church, VA 22041; ASME A17.1-2004 with 2005 A17.1A Addenda and the Supplement ASME A17.1S-2005 Safety Code for Elevators and Escalators; ASME A17.3-2002 Safety Code for Existing Elevators and Escalators; ASME A17.5-2004 Elevator and Escalator Electrical Equipment; ASME A18.1-2005 Safety Standard for Platform Lifts and Stairway Chairlifts; ASME A90.1-2003 Safety Standard for Belt Manlifts; ASME B20.1-2003 Safety Standard for Conveyors and

Appointments

Related Equipment as published by the American Society of Mechanical Engineers, United Engineering Center, 345 East 47th Street, New York, New York 10017. These are available in the office of the commissioner of labor and industry. Portions of this chapter reproduce text and tables from Chapter 30 of the 2006 International Building Code. The International Building Code is copyright 2006 by the International Code Council, Inc. All rights reserved.

1307.0047 SPECIAL PROVISIONS.

Subp. 11. **All work required for compliance with ASME A17.3-2002 3.11.3 Firefighter's Service.** All work required for compliance with ASME A17.3-2002 3.11.3 must be completed within 60 months of the effective date of this chapter. Failure to complete the work within the required time period will result in the elevator being removed from service until such work has been completed.

Exception: Existing elevators with phase one emergency recall installed without phase two firefighters service on the original installation may remain in operation without the addition of phase two fire service where there is travel from the designated level of less than 35 feet. For such elevators with a travel of more than 25 feet from the designated level, to be exempt from the requirement for phase two fire service, recall of the elevator shall be from the smoke detector at each elevator landing, the elevator equipment room, and the elevator key switch at the designated landing.

Appointments

Minnesota Statutes, Section 15.06, Subd. 5. requires notice of the designation of a commissioner or acting commissioner, or the assumption of office by a temporary commissioner, shall be filed with the president of the senate and the speaker of the house with a copy delivered to the secretary of state and published in the next available edition of the *State Register*.

Department of Employee Relations

Notice of Appointment of Commissioner Patricia Anderson

NOTICE IS HEREBY GIVEN, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty has appointed Patricia Anderson Commissioner of the Minnesota Department of Employee Relations effective January 11, 2007. She succeeds Commissioner Cal Ludeman who was appointed January 14, 2003.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Employee Relations are:

- *Minnesota Statutes*, Chapters 43A, 179A and 471
- *Minnesota Rules* 3900-3920

Commissioner Anderson resides at 4005 Deerwood Trail, Eagan, Minnesota 55122 in Dakota County, Congressional District Two.

She can be reached at the Minnesota Department of Employee Relations, 200 Centennial Bldg., 658 Cedar Street, St. Paul, MN 55155. Telephone (651) 296-3095. Website: <http://www.doer.state.mn.us>

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

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Teachers Retirement Association

Notice of Meeting February 14, 2007

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, February 14, 2007 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

Teachers Retirement Association

Public Employees Retirement Association, and

Minnesota State retirement System

Joint Subcommittee on Directors' Salary Approval Process, Notice of Meeting

The Subcommittee on Directors' Salary Approval Process of the Joint Boards of the Minnesota Teachers Retirement Association, Public Employees Retirement Association, and Minnesota State Retirement System is scheduled to be held on Thursday, January 25, 2007, at 8:30 a.m., Room 106, Retirement Services of Minnesota Building, 60 Empire Drive, Saint Paul, Minnesota.

Department of Transportation

Office of Civil Rights

Notice of Intent to Solicit Outside Information and Opinion on Proposed

Disadvantaged Business Enterprise (DBE Program Annual Goal for Federal Fiscal Year 2005

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation's (Mn/DOT) Office of Civil Rights proposes to set its annual goal for DBE participation on all U. S. Federal Highway Administration, Department of Transportation (DOT) assisted contracts at 6.27%. Mn/DOT proposes to meet 2% of this goal through race and gender neutral means and 4.27% through race and gender conscious means.

The 2007 DBE annual goal and its rationale are available for public inspection during normal business hours from 8:00 a.m. to 4:30 p.m. at the Office of Civil Rights, located in the Transportation Building, 395 John Ireland Boulevard, St. Paul, Minnesota 55155. The methodology used to calculate the goal will be available for inspection for 30 days following the date of this notice.

The Office of Civil Rights will hold a public stakeholder meeting to discuss the goal methodology on February 7, 2007, 2:30pm to

Official Notices

4:00pm at Conference Room G-22, 395 John Ireland Blvd, St. Paul, Minnesota 55155 and will accept comments on the goal for 45 days from the date of the notice. The overall DBE goal may be adjusted in response to comments received at the during the public comment period.

Address all written comments to:

Hope Jensen, Director
Office of Civil Rights
Minnesota Department of Transportation
395 John Ireland Blvd. M.S. 170
St. Paul, Minnesota 55155
Fax: (651) 366-3043
E-mail: hope.jensen@dot.state.mn.us

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

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Colleges and Universities, Minnesota State Request for Proposals for Executive Conference Center

NOTICE IS HEREBY GIVEN that proposals are being solicited to select an executive conference center to assist Minnesota State Colleges and Universities in hosting a Leadership Development Program from June 17-22, 2007, and July 22-27, 2007. Applicants must have a facility to accommodate the following:

- Overnight stays for 56 participants in single rooms with a Sunday arrival and Friday departure; all rooms must have high-speed internet connection
- General session room for 56 people
- 2-3 breakout rooms or areas available throughout the week
- Indoor/outdoor sports and recreation facilities
- Three meals (beginning w/Sunday dinner and ending w/Friday lunch) and two refreshment breaks (a.m. and p.m.) for each day
- Private dining area for dinner on two of the five nights for 60 people
- Located within approximately 60 miles of the Minneapolis/St. Paul International Airport
- All proposals must include a statement that the costs and terms of the proposal are valid through September 30, 2007.

For further information, please contact:

Anita Rios
Human Resources
Minnesota State Colleges and Universities
500 Wells Fargo Place, 30 East Seventh Street
St. Paul, MN 55101
Telephone: (651) 296-1128
Fax: (651) 297-3145
E-mail: anita.rios@so.mnscu.edu

Proposals are due by Monday, February 26, 2007, no later than 4:00 p.m.

This request for proposal does not obligate the state or Minnesota State Colleges and Universities to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU) Central Lakes College - Staples Bids Sought for 24,000 Square Foot Heavy Equipment Maintenance Facility

Sealed Bids for: **Central Lakes College**
Staples Heavy Equipment
Minnesota State Colleges and Universities
Staples, Minnesota

will be received by: **Kari Christiansen**
Central Lakes College, 501 West College Drive
Room C212
Brainerd, Minnesota

Until **2:00 PM**, local time, **Thursday, February 1st, 2007** at which time the bids will be opened and publicly read aloud.

Project Scope: An approximately 24,000 square foot Heavy Equipment Maintenance Facility with meeting room and office space. Construction consists of insulated precast concrete exterior walls, masonry interior walls, built-up roofing on steel deck with steel bar joist roof structure and galvanized metal exterior canopies. The building contains 4 overhead bridge cranes, overhead sectional doors, and aluminum windows. It is heated by a gas fired hydronic underfloor heating system.

A **Pre-Bid Meeting** will be held at **10:00 AM, Wednesday, January 24, 2007** at Central Lakes College, Staples West Campus. The Architect/Engineer and Owner Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer, Architecture One, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul, Minneapolis, St. Cloud, Duluth, Fargo-Moorhead
- 3) McGraw Hill Construction Plan Room

State Contracts

- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

Architecture One
311 South 8th Street
Brainerd, MN 56401
(218) 829-0525

A deposit of \$150.00 is required for each set.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a \$150.00 deposit to the Architect. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

Minnesota State Colleges and Universities (MnSCU) Winona State University

Notice of Request for Bid (RFB) for the Renovation of Maxwell Hall

Response to this solicitation is due no later than February 23, 2007 at 2:00 p.m. CDT. **Deliver sealed bids to:**

Steve Ronkowski, Facilities Coordinator
Facilities Services Building, Room 203
Winona State University
175 West Mark Street
Winona, Minnesota 55987-5838

Bids will be publicly read aloud on February 23, 2007 at 2:00 pm. at the following location: Kryzsko Commons - Dining Rooms C & D, Winona State University - Main Campus, Winona, Minnesota 55987-5838. Note: Parking is available in the North Kryzsko Silver Lot.

Project Scope: **Remodeling Old Maxwell Hall Library facility located at the SW corner of Johnson and Sanborn Streets**, Winona, Minnesota. The total facility is approximately 82,400 SF with approximately 5,000 SF being new construction.

<i>Start of Work:</i>	March 2007
<i>Substantial Completion:</i>	03 March 2008
<i>Final Completion:</i>	31 March 2008
<i>Estimated Cost:</i>	\$8,000,000

Pre-Bid Meeting Details: February 08, 2007 from 9:00 am to 11:00 am, in Kryzsko Commons, Dining Rooms C&D at Winona State University, Winona, Minnesota. Parking is available in the north Kryzsko Silver Lot. Bidders are required to attend.

Complete sets only, of Drawings and Specifications may be obtained at the following address:

Holabird & Root LLC,
400 South Broadway, Suite 303,
Rochester, Minnesota, 55904,
Phone: (507) 288-8088,
Fax: (507) 288-7311

Contact Cheryl for questions concerning obtaining sets of Drawings and Specifications at (507) 288-8088.

Department of Employment and Economic Development Business and Community Development Division Small Business Development Centers Notice of Solicitation of Proposals from Potential Regional Small Business Development Centers

NOTICE IS HEREBY GIVEN that the Department of Employment and Economic Development (DEED) is soliciting proposals from qualified organizations to serve as regional Minnesota Small Business Development Centers (SBDCs) for a three-year period commencing January 1, 2008. This is a competitive grant program.

SBDCs support DEED's mission of promoting economic development in Minnesota by providing high quality one-on-one business counseling and training programs to small businesses. The SBDC program is sponsored and funded by the U.S. Small Business Administration, DEED, and participating centers.

A full copy of the Request for Proposals may be obtained free of charge by contacting Michael Myhre, State Director of the Small Business Development Center program, 1st National Bank Building, 322 Minnesota Street, Suite E-200, St. Paul, MN 55101, **telephone:** (651) 297-5770; **fax:** (651) 296-5287; **e-mail:** michael.myhre@state.mn.us.

Proposals will be due Friday, March 30, 2007. An informational meeting to answer questions concerning the Request for Proposal will be held February 28, 2007, from 1 p.m. to 3:30 p.m. at the Department of Employment and Economic Development, 1st National Bank Building, 322 Minnesota Street Suite E200, St. Paul, Minnesota. Any organization wishing to submit a proposal must be represented at this meeting.

This notice does not commit the State of Minnesota or DEED to entering into a grant contract with any organization. The State may terminate the SBDC selection process or solicit additional proposals at any time if it is deemed to be in the best interest of the state.

Explore Minnesota Tourism Notice of Availability of Contract for Website Hosting

Explore Minnesota Tourism is requesting proposals for a contract for website hosting. Work is proposed to start before March 1, 2007. A Request for Proposals (RFP) will be available by mail from this office through February 5, 2007. After February 5, 2007, the Request for Proposals must be picked up in person.

The RFP package can be obtained from:

Judy Pitlick
Explore Minnesota Tourism
121 7th Place E, Suite 100
St. Paul, MN 55101
Phone: (651) 296-1252
E-mail: judy.pitlick@state.mn.us

Proposals submitted in response to the RFP must be received at the address above no later than February 12, 2007 at 3:00pm CST. **Late proposals will not be considered. Fax or email proposals will not be considered.**

This request does not obligate the state to complete the work contemplated in this notice. The state reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Health Notice of Availability of Contract for Exercise Plan for Four Scenarios

The Minnesota Department of Health is requesting proposals for the purpose of developing health care system preparedness exercise design workbooks for tabletop, functional and full scale exercises for four scenarios: pandemic influenza, explosive event, ice storm and anthrax event.

For healthcare system preparedness planning, Minnesota is divided into eight regions with 8-29 hospitals in each region. Response planning efforts are interdisciplinary and interagency, and involve local and regional hospitals, clinics, emergency medical services, public health, emergency management, and other key partners. Regions are developing Regional All Hazards health and Medical Response and Recovery Plans, which include a base plan, functional annexes, incident-specific annexes and appendices. In FFY 2006, incident-specific annexes will address pandemic influenza, explosive events, ice storms and anthrax.

State Contracts

Proposals are sought to create exercise workbooks (tabletop, functional and full scale) for four scenarios (pandemic influenza, explosive event, ice storm, and anthrax incident). The scope of the work will be to accomplish the following tasks:

1. Collaborate with an Exercise Work Group consisting of a small group of MDH personnel and other stakeholders throughout the exercise design process.
2. Design tabletop, functional and full-scale exercise workbooks for pandemic influenza, explosive event, ice storm and a bioterrorism anthrax incident.
3. Develop a template for a comprehensive healthcare system Exercise Program Plan.
4. Work is proposed to start after March 1, 2007.

A Request for Proposals will be available by mail from this office through January 24, 2007. **A written request (by direct mail, email or fax) is required to receive the Request for Proposal.** After January 24, 2007, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Mail address: Tina Firkus
Office of Emergency Preparedness
P.O. Box 64975
St. Paul, MN 55164-0975
Fax: (651) 201-5720
E-mail: tina.firkus@health.state.mn.us

In Person: Office of Emergency Preparedness
625 North Robert Street
St. Paul, Minnesota 55155

Proposals submitted in response to the Request for Proposals in this advertisement must be received by February 2, 2007, by 3:00 PM.

Proposals sent by United States Mail must be addressed to:

Judy Bergh
P.O. Box 64882
St. Paul, MN 55164-0882

Proposals sent by private carrier must be addressed to:

Judy Bergh
Minnesota Department of Health
85 East 7th Place
St. Paul, MN 55101

Late proposals will not be considered. Fax or e-mailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Historical Society Notice of Request for Bids For Oliver H. Kelley Farmhouse and Barn Exterior Preservation, Elk River, Minnesota

The Minnesota Historical Society is seeking bids from qualified firms to provide all labor, materials, equipment, and supplies to repair and paint the exterior of the house and to re-roof the house and barn at the Historic Oliver H. Kelley Farm in Elk River, Minnesota (the Site). More specifically, the Work consists of removing the existing roofs down to (but not including) the sheathing and replacing them with new, similar roofs; repairing or replacing damaged or missing trim, siding, windows, doors, stair treads, and porch decking; removing paint from the brick foundation; selective re-pointing and repair of brick foundation; and the addition of gutters along the back entry of the house.

The Request for Bids is available by contacting Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102. **Telephone:** (651) 297-7007; **e-mail:** mary.green-toussaint@mnhs.org.

There will be a **MANDATORY pre-bid meeting** for all interested parties on Thursday, February 1, 2007, at 10:00 a.m. Local Time at the Site's Visitor Center. The Site is located at 15788 Kelley Farm Road, one mile south of the City of Elk River on Highway 169.

All bids are due no later than 2:00 P. M. Local Time, Tuesday, February 13, 2007. A *public* bid opening will be conducted at that time. Late bids will not be considered.

Dated: January 22, 2007

Department of Human Services Notice of Availability of Contract for Business Analysis Training Services

The Minnesota Department of Human Services is requesting proposals for the purpose of providing assess and GAP Analysis service, a management Education Plan, Training Delivery and an Implementation Plan.

Work is proposed to start after **April 30, 2007**.

A Request for Proposals will be available by mail from this office through **February 2, 2007**. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After **February 2, 2007**, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Ruffin Veal
Office of Strategic Planning
Department of Human Services
State of Minnesota
444 Lafayette Road N.
St. Paul MN 55164
Mail Stop: 0968
Fax Number: (651) 431-7519

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **February 28, 2007, 4:00 P.M. CDT**. **Late proposals will not be considered.** Faxed or e-mailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Human Services Children and Family Services Notice of Request for Proposal to Propose Alternate Methods for Setting Maximum Rates for the Child Care Assistance Program (CCAP) and Analyze Impact of Proposed Alternate Methods

The Department of Human Services is requesting proposals from qualified parties for the purpose of proposing alternate methods for setting maximum rates for the Child Care Assistance Program in Minnesota and analyzing the impact of those proposed methods. The Department of Human Services has received state funding for this proposal. The Department will award one contract to an individual or organization with expertise in proposing alternate methods for setting maximum rates in the CCAP and analyzing the impact of those proposed methods.

The goals of this project are to:

- A. analyze the following four policies used in setting maximum rates in CCAP:
 1. the impact of using larger geographic regions,
 2. the use of premiums and discounts in moving between rates for different units of time.
 3. calculation of maximum rates for care provided during non-standard hours, and
 4. calculation of maximum rates for care provided to school-age children.
- B. propose changes in rate-setting policies,
- C. evaluate the entire state's current rate-setting methodology and process in relation to proposed rate-setting policy changes,
- D. assess the impact of proposed rate-setting policy changes on achieving state and federal policy requirements and policy goals on capturing program costs
- E. analyze the interface between the child care subsidy program and a child care quality rating system, and
- F. to develop recommendations for statute changes necessary to implement proposed rate-setting policy changes.

State Contracts

The Department estimates that the costs of this analysis should not exceed \$300,000 for the eleven month project period.

Anticipated project period is August 1, 2007 through June 30, 2008.

A Request for Proposal will be available by mail or email from this office through March 8, 2007. A written request (by direct mail, fax or email) is required to receive the Request for Proposal. After March 8, 2007, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Linda Bowker
Children and Family Services
Transition to Economic Stability
Department of Human Services
PO Box 64951
St. Paul, Minnesota 55164-0951
Phone: (651) 431-4052
Fax: (651)431-7526
E-mail: linda.bowker@state.mn.us

All proposals submitted in response to the Request for Proposal must be received at the address above by March 19, 2007. If hand delivered or sent by carrier (e.g. UPS, FedEx, and DHL), Proposals must be physically received by 4:00 p.m. Central Time on that date.

Late proposals will not be considered. Fax or emailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Minnesota Judicial Branch

Request for Proposals for the Replacement of Its Storage Area Network (SAN)

The proposals should provide for a turn-key solution including hardware, software, staff training, installation and integration into our environment, configuration, and migration of our data from the SAN currently in operation.

A full Request for Proposals is available on the Judicial Branch **website:** www.courts.state.mn.us.

Proposals must be delivered to the following address by February 22, 2007 at 4:00p.m.

State Court Administrator's Office
Information Technology Division, Attention SAN Replacement RFP
Minnesota Judicial Center, Suite 145
25 Rev. Dr. Martin Luther King Jr. Boulevard
St. Paul, MN 55155

Questions about the RFP or the selection process must be directed in writing by **e-mail** to SANReplacement@courts.state.mn.us. Questions and answers will be posted on the Court's **Web Site** at: <http://www.courts.state.mn.us/SANRFP>. Individual court personnel are not allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

This request for proposal does not obligate the Minnesota Judicial Branch to complete the proposed project, and the Minnesota Judicial Branch reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Natural Resources

Notice of Availability of Contract for Brainerd Lakes Area Welcome Center and Rest Area

CERTIFICATION # 11266: Amount of proposed contract: \$80,000.00

The Minnesota Department of Natural Resources is requesting proposals for the purpose of design, production, and installation of interpretive exhibits at the Brainerd Lakes Area Welcome Center and Rest Area located 9 miles south of Brainerd on Highway 371. Exhibits include a shoreland habitat diorama, wall murals, interpretive benches, and wall display panels.

Work is proposed to start after February 2007.

A Request for Proposals will be available by mail from this office January 23, 2007. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After January 23, 2007, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Jean Goad, Project Coordinator
Northeast Region
Minnesota Department of Natural Resources
1201 East Highway 2
Grand Rapids, MN 55744
Phone: (218) 999-7911
E-mail: jean.goad@dnr.state.mn.us

Proposals must be submitted in writing no later than 4:00 p.m., January 29, 2007 to the above address. Late proposals will not be considered.

Department of Public Safety ARMER/911 Program Request for Proposals (RFP) for Strategic Plan for the Modernization of the Minnesota Statewide 911 Network

Professional/technical services are needed to provide the Minnesota Department of Public Safety, Allied Radio Matrix for Emergency Response (ARMER)/911 Program with a formulated strategic plan and detail steps for the modernization of Minnesota's statewide 911 network. The formulation of this network modernization plan, will include documenting and evaluating the current status of the two 911 networks operate within Minnesota, identifying the real and perceived limitations of the existing network, in reviewing the capabilities of 911 and other telecommunication equipment, and in identifying alternatives to upgrade Minnesota's 911 network to a network capable of providing reliable 911 service for the telecommunication, wireless, Internet Protocol (I.P.) enabled networks of the future.

The output from this contract will be various written reports, documenting meetings with ARMER/911 program stakeholders and providing written assessments of 911 and other telecommunication equipment making up the 911 network. A final written report proposing a comprehensive strategic plan with detail steps for modernization of Minnesota's statewide 911 network is required following extensive work with ARMER/911 program stakeholders. The contract will involve contractor's staff working with various ARMER/911 stakeholders in the operation of the state's 911 network, including the two network service providers, and representatives of the public safety answering points.

Anticipated contract start date is March 1, 2007 with an ending date of October 1 2007. However, if funding for this project is extended and if additional work is need by ARMER/911 after October 1, 2007, ARMER/911 will retain the option to extend the contract with the selected contactor's consent, for up to 1 additional 1 year period. The value of the contract for subsequent extension period may be adjusted. Details are contained in the complete RFP, which may be obtained by **e-mailing:** ron.whitehead@state.mn.us. All questions concerning this RFP should be emailed to Ron Whitehead and should be received by Ron no later than 2:00 p.m. Central Standard Time on January 29, 2007. Answers to questions will be emailed to all entities requesting a complete RFP. Final date for submitting proposals is 2:00 p.m. Central Standard Time on February 12, 2007.

Department of Transportation (Mn/DOT) Engineering Services Division Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Ron Bisek at (651) 296-1361 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the advertisement of particular category of

State Contracts

services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's **web site** at: <http://www.dot.state.mn.us/consult>

Send completed application material to:

Ron Bisek
Consultant Services
Office of Technical Support
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation (Mn/DOT)

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult.

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Non-State Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

University of Minnesota

Notice of Meeting Location Change for Designer Selection for Science Teaching and Student Services Center

(State Designer Selection Board Project No. 06-18)

The State of Minnesota, acting for the Board of Regents of the University of Minnesota, through the State Designer Selection Board, hereby notified the public that the location for the January 23, 2007 meeting of the State Designer Selection Board has been changed. For instructions on attending the meeting at the new location, please go to the University of Minnesota, website:

<http://www.cppm.umn.edu/rfp.html>

Non-State Bids, Contracts & Grants

click on "Science Teaching & Student Services Center." Or, contact, Orlyn Miller, Capital Planning & Project Management, (612) 624-7501, om@umn.edu or Dean Carlson, (612) 624-9555, carls064@umn.edu or Mary Golike, Executive Secretary, State Designer Selection Board, in the State Architect's Office, 301 Centennial Office Building, 658 Cedar St., St. Paul, MN 55155-1625 (651) 201-2372. The meeting will begin at 8:30 a.m.

University of Minnesota Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24 hour/day, 7day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

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